

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, September 5th, 2017

MINUTES

Hampden Town Office

Attending:

*Councilor Greg Sirois, Chair
Mayor David Ryder
Councilor Stephen Wilde
Councilor Terry McAvoy*

*Councilor Mark Cormier
Councilor Dennis Marble
Councilor Ivan McPike
Town Manager Angus Jennings*

Chairman Sirois called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. August 21st, 2017** – *Motion by Councilor McPike seconded by Councilor Marble to approve the minutes as written. Passed 6-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business

- a. Acceptance of Conservation Easement Holder designation for Constitution Avenue** – *referral from Planning & Development Committee – Manager Jennings summarized the change from the last time the Committee reviewed this request, noting that the revised version would allow for public access to the snowmobile trail across the land. Mayor Ryder questioned why there was access to the trail only and not the whole parcel. Manager Jennings said this version is what had been discussed and referred by the P&D Committee and that public access to the whole site hadn't been discussed. Mayor Ryder said he doesn't see why to put a C.E. on land if the public won't have access. Councilor Marble made a motion to refer the request to Town Council with the expectation that the Grantor would provide a contribution of \$250.00 to offset the Town's responsibilities. Councilor Cormier seconded the motion. The vote was 3-3, with Councilors McAvoy, Sirois and Mayor Ryder opposed. The motion failed for lack of a majority.*

- b. **Proposed Order 2017-05 to amend the Bid Procedure Guidelines**
– *continued from the August 21st meeting – Manager Jennings described the changes made from the previous version. There was a motion by Councilor Marble seconded by Councilor McPike to recommend Order 2017-05 to the Town Council. Motion passed 6-0.*

4. New Business

- a. **Approval of the modifications to the terms of the lease with Hampden Kiwanis Club** – *referral from Services Committee – Manager Jennings summarized the proposed lease revisions and reported that he had provided these to Kiwanis at their recent meeting and they found the changes agreeable. There was a motion by Mayor Ryder seconded by Councilor Marble to refer the revised lease to Town Council. Motion passed 5-1 with Councilor McAvoy opposed.*
- b. **Request authorization for the expenditure of an amount up to \$9,000 from the Host Community Benefit fund for the purpose of taking over financial responsibility for operations and maintenance of the Kiwanis Civic Center for Federal FY18 (Oct.1, 2017-Sept. 30, 2018)** – *Manager Jennings noted that the request is for one-time Host Community Benefit funds but that, if it looks like the Council will continue its financial responsibility past this initial term, he would propose future funding from a budgeted operating account, likely Buildings & Grounds. There was a motion by Mayor Ryder seconded by Councilor Marble to recommend Town Council authorization of up to \$9,000 from the Host Community Benefit fund for the purpose of taking over financial responsibility for operations and maintenance of the Kiwanis Civic Center for Federal FY18. Motion passed 5-1 with Councilor McAvoy opposed.*
- c. **Request authorization for the expenditure of an amount not to exceed \$3,000 from Municipal Building Reserve (3-702-00) for the purpose of installing an automatic ADA compliant door opener at the town office** – *requested by Sean Currier, DPW Director – This item was considered in conjunction with Item 4.d. below.*
- d. **Request authorization for the expenditure of an amount not to exceed \$1,000 from Municipal Building Reserve (3-702-00) for the purpose of paying Hampden Electric to provide electricity to the ADA door openers** – *requested by Sean Currier, DPW Director – Motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization for the expenditure of up to \$4,000 from the Municipal Building Reserve for the installation of two ADA*

compliant automatic door openers at the Town Office, with associated electrical costs. The motion passed 7-0.

- e. **Request authorization for the expenditure of an amount not to exceed \$3,300 from Municipal Building Reserve (3-702-00) for the purpose of paying Hampden Electric for the conversion of exterior wall pack lighting to LED** – *requested by Sean Currier, DPW Director – Motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization for the expenditure of up to \$3,300 from the Municipal Building Reserve for the conversion of exterior wall pack lighting to LED. The motion passed 7-0.*
- f. **Request authorization for the expenditure of an amount not to exceed \$2,225.00 from Fire Building Reserve (3-745-00) for the purpose of paying Penobscot Temperature Controls to repair/replace the automated exhaust system attached to the bay doors** – *recommended by Sean Currier, DPW Director – Motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization for the expenditure of up to \$2,225 from the Fire Building Reserve to repair/replace the automated exhaust system attached to the bay doors. The motion passed 7-0.*
- g. **Request authorization for the expenditure of an amount not to exceed \$2,213 from Municipal Building Reserve (3-702-00) for the purpose of paying Penobscot Temperature Controls to install a new propane monitor heater in the municipal storage garage** – *recommended by Sean Currier, DPW Director – Councilor McPike asked if the request is for a replacement heater or to heat a space that is currently not heated. Manager Jennings said he thinks it is a replacement heater but will verify this. The Committee agreed to table the request.*

5. Public Comment – *None.*

6. Committee Member Comments – *None.*

7. Adjournment

There being no further business, the meeting was adjourned at 6:30 PM.

Respectfully submitted –
Angus Jennings, Town Manager